

# MARINE CORPS SEPARATION AND RETIREMENT MANUAL

## CHAPTER 5

### OFFICER RESIGNATIONS AND INVOLUNTARY DISCHARGES AS A RESULT OF A SECOND FAILURE OF SELECTION FOR PROMOTION WHILE ON THE ACTIVE DUTY LIST

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### CHAPTER 5

#### OFFICER RESIGNATIONS AND INVOLUNTARY DISCHARGES AS A RESULT OF A SECOND FAILURE OF SELECTION FOR PROMOTION WHILE ON THE ACTIVE DUTY LIST

##### 5001. GENERAL

1. This chapter pertains to resignations submitted by officers of the Regular component and involuntary discharges of officers on active duty as a result of a second failure of selection for promotion to the next higher grade. No officer will be discharged without specific authority from the Commandant of the Marine Corps.
2. The Secretary of the Navy determines the characterization of separation for officers. General guidance may be found in paragraph 4105. An honorable discharge is normally issued for unqualified resignations and discharges due to a second failure of selection for promotion. Discharge certificates will be issued by CMC (DC/S M&RA) on behalf of the Secretary of the Navy. Under no circumstances will any other unit prepare a discharge certificate on an officer.
3. Submit resignations in lieu of administrative separation for cause or in lieu of trial by court-martial per paragraph 4104.

##### 5002. RESIGNATION ELIGIBILITY

1. Officers serve at the pleasure of the President and no terminal dates are established for their commissions. The Secretary of the Navy, acting on behalf of the President, may accept an officer's resignation. This authority has been delegated to the CMC (DC/S M&RA). The CMC will recommend approval of only those requests for resignation and subsequent requests for withdrawal which meet the criteria set forth in this Manual. When a request is disapproved, the CMC will reply by letter stating the reason for disapproval.
2. The resignation of a commission is a voluntary act and must be unconditional. Officers who submit resignations may expect favorable action provided they fulfill the requirements below; however, the criteria may be modified as necessary to meet existing needs of the service. Specifically, the acceptance of an officer's resignation may be deferred or disapproved in order to maintain officer personnel strength at the necessary level. The CMC will ensure such action occurs only when critical conditions exist. The acceptance of an officer's resignation will be judged on the following:
  - a. Needs of the service.
  - b. Completion of the period of active commissioned service, chief warrant officer service, or warrant officer service, as specified in the officer's service agreement. Officers augmenting into the Regular Marine Corps retain their original active duty obligation. In some cases, this obligation may be extended as per subparagraph 5002.3f. All active service, exclusive of active duty for training in the grade of warrant officer or above, will be counted.
  - c. Completion of the period of service specified in the officer's flight training agreement.

d. Completing 24 months of service after attending a service school fellowship or service school equivalent when the prescribed course of instruction is 20 or more weeks of duration and attendance is in compliance with official orders. The 24-month service requirement also applies to an officer who enters but does not complete a prescribed course of 20 or more weeks duration. In this case the service requirement commences on the officer's date of transfer from the course. Officers serving their initial obligated active duty tour who are involuntarily ordered to attend such a school are excluded from the above provisions. Additionally, the resignation of officers who successfully complete a military or funded civilian course of 19 weeks or less will not normally be approved prior to the completion of 12 months active duty following completion of the course or 24 months after completion of the MAWTS-1 Weapons and Tactics Instructor (WTI) Course.

e. Completion of the service requirement prescribed in the applicable Marine Corps directive in effect at the time of the officer's selection for the College Degree Program, Excess Leave Program (LAW), or other full-time or funded schooling.

f. Completing 24 months on active duty after completing a course for which financial assistance was accepted pursuant to the Tuition Assistance Program.

g. Acceptance of a Reserve commission (in the case of those officers who have not completed their initial period of obligated service as specified in their service agreement).

h. Completion of the period of service specified in the Aviation Officer Continuation Pay (AOCP) agreement.

i. Completion of a minimum of 24 months as:

(1) An instructor at a Fleet Readiness Squadron (FRS), Marine Aviation Weapons and Tactics Squadron (MAWTS-1), or Naval Fighter Weapons School (Top Gun).

(2) A participant in the Marine Corps Foreign Personnel Exchange Program (MCFPEP), aviation, or aviation ground exchange tours with U.S. services or a foreign military service. These tours include but are not limited to USAF exchange tours, the Navy Flight Demonstration Team tour, Royal Navy exchange tours, Royal Australian Air Force exchange tours, Italian Navy exchange tours, and Canadian Navy exchange tours.

3. Officer resignations will not be recommended for approval if:

a. The officer has been issued, or notified that they will be issued Permanent Change of Station (PCS) orders prior to the date of the officer's request. However, officers issued, or notified that they will be issued, PCS orders who would otherwise be eligible to resign prior to the estimated date of arrival at the new duty station, may request cancellation of the pending assignment provided they request resignation.

(1) The requested effective date of resignation must be no later than the last day of the month of the estimated date of arrival at the new duty station.

(2) Resignation requests involving cancellation of PCS orders must be forwarded to the CMC (MMSR-3) via naval message, with the CMC (MMOA) as an information addressee.

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(3) Submit the request at least 120 days prior to the prescribed estimated date of arrival at the new duty station, but not later than 10 working days after receipt of orders.

(4) Should the notification of orders be less than 120 days from the estimated date of arrival at the new duty station, the effective date of resignation will not be earlier than 120 days from the date of notification, unless the Marine requests otherwise.

(5) Requests that do not comply with this criteria will not normally be given favorable consideration.

b. The officer assigned (joined or attached) to a unit located within the Continental United States (CONUS) scheduled to deploy outside its immediate geographical location in excess of 90 days submits a resignation within 4 months, or 9 months in the case of a carrier (CV) deployment, of the date the deployment is scheduled to commence.

c. The officer is serving overseas and desires separation prior to completion of the minimum tour length prescribed by MCO 1300.8, Marine Corps Personnel Assignment Policy (for this purpose, Alaska and Hawaii are considered to be overseas locations). Officers who voluntarily extend their overseas tour will not be eligible to resign prior to fulfillment of that extension.

d. The officer has not completed 2 years at a current CONUS duty station (except those officers who fall under subparagraph 5002.4c).

e. The officer is serving in a billet requiring contact relief, submits a request less than 120 days prior to the resignation date and a replacement is not available within that time frame.

f. The officer requests to resign prior to completion of 2 years from the date of augmentation. Officers selected for augmentation incur a 2-year active duty obligation in the Marine Corps from the date they accept an appointment as a Regular officer. This obligation will run concurrently with any other obligation(s) and will not serve to decrease any other legal obligation.

4. Officers serving on an overseas tour, or those officers whose orders prescribe a specific tour length, will not be allowed to resign prior to completion of that tour as defined in MCO 1300.8. Officers desiring to request resignation from an overseas duty station, or officers who are serving in a billet where tour length is specified in the PCS orders, and who are eligible, may elect one of the following options:

a. Request resignation coincident with rotation tour date.

b. Request resignation coincident with completion of a tour when the tour length has been specified in PCS orders.

c. Return to CONUS on rotation date and serve a minimum of 1 year at the next duty station before resigning.

d. Accept orders from a specified tour length billet and serve a minimum of 1 year at the next duty station before resigning. Officers who are

ineligible to resign at RTD, or at the end of their specified tour length, but who will become eligible in less than a year, and who desire to resign when first eligible, may either extend their tour to coincide with the requested date of resignation or elect the option in subparagraph 5002.4c. Officers

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resigning per this paragraph will return to CONUS (MCC W95) not later than 10 days prior to the requested date of resignation unless they have notified the CMC (MMOA) that separation overseas is desired.

5. When an officer requests a waiver of any of the criteria set forth above, the officer must justify it on the grounds of undue hardship. Such requests must include the same information required by paragraph 6407 and must clearly establish that a situation exists which is not of a temporary nature, not susceptible to relief by other means, and where approval of the resignation is the only means readily available to alleviate the hardship.

6. An officer may be released from active duty, permitted to resign, or discharged as appropriate, for the purpose of performing the duties of: the President of the United States, the Vice President of the United States, a Presidential appointee to a statutory office, a member of either of the legislative bodies of the United States, a Governor, any other state official chosen by the voters of the entire state or several states, or a judge of courts of record of the United States or of several states, and the District of Columbia. In the case of a Reserve officer who is eligible for the retired Reserve list or the individual's name is already on the retired Reserve list, the officer will be released from active duty.

5003. SUBMISSION OF RESIGNATION REQUESTS

1. The reporting senior of the officer requesting resignation will counsel the officer prior to submission of the resignation request. Following completion of counseling, the following entry will be made on page 11 of the officer's OQR:

(Date) I request to resign my commission in the Marine Corps effective (date) and (do) (do not) desire a Reserve commission. I have been counseled per paragraph 5003 of MCO P1900.16.

2. Submit requests for resignation via the unit diary per MCO P1080.35 (PRIM), paragraph 8102.9. The entry must be made not more than 14 months nor less than 4 months prior to the requested date of resignation. This is the minimum time necessary for processing requests and issuing orders to the officers concerned. The MCTFS will not accept resignation requests made via unit diary outside the 4 to 14 month window. The unit must run the appropriate type transaction code (TTC) request in the unit diary to indicate whether the officer does or does not desire a Reserve commission. See procedures in Appendix F. In those cases where the resignation request is submitted by separate correspondence and is received less than 4 months prior to the requested date, the CMC will reestablish the effective date to allow time for complete processing. Officers requesting resignation are cautioned not to make significant personal commitments (such as buying or selling a house or business, enrolling in graduate school, etc.) based upon mere submission of a request. Problems which may arise from such premature commitments will not be used as a basis for subsequent expeditious or preferential processing of an officer's request.

3. The reporting unit will be advised of receipt of an officer's request for

resignation via the diary feedback report (DFR). Specifically, CMC will post a "pending" planned reenlistment or retirement (PRR) flag to the MCTFS. The CMC will also notify the unit via unit diary once a request is approved.

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4. Submit a letter requesting resignation (figure 5-1) via the chain of command to the CMC (MMSR-3) when:

- a. A waiver of the eligibility criteria of paragraph 5002 is required, or
- b. An officer requests a Reserve commission but is not recommended for one by the commanding officer.

5. Resignation for Cause. All requests for resignation in lieu of a recommendation or processing for administrative separation for cause or in lieu of trial by court-martial will be submitted in accordance with the provisions of SECNAVINST 1920.6.

5004. ADDITIONAL INSTRUCTIONS

1. Reserve Commissions

a. All officers are obligated for at least 6 years but not more than 8 years of commissioned service, as provided in regulations prescribed by the Secretary of Defense, whether in an active or inactive status. Unless otherwise mandated by the CMC, an officer with obligated service who submits an unqualified resignation will not be separated if they decline a Reserve commission.

b. Officers who complete their initial statutory period of commissioned service will be automatically considered for appointment in the Reserve component unless the officer does not desire a Reserve commission per paragraph 5003.4.

2. Withdrawal of Resignation Requests. When an officer's resignation has been accepted by the Secretary of the Navy, the officer shall be separated from the service at a date specified by the CMC. A request for withdrawal of a resignation may be made any time prior to 45 days from the effective date of the resignation or commencement of separation leave. If an officer desires to withdraw a resignation, a written request must be submitted to the Secretary of the Navy via the CMC (MMSR-3) and the chain of command, and must contain the reason(s) why the officer desires to remain on active duty. The officer's immediate commanding officer will include in the forwarding endorsement a specific recommendation concerning the withdrawal of resignation and, if retention is recommended, explain why the officer's services are needed.

3. Expunging Resignation-Related Material

a. Provided the Secretary of the Navy approves the request for withdrawal, officers whose resignations are withdrawn or disapproved may have their resignation letters and related correspondence expunged from their official records upon their written request. Material for expunging:

(1) For officers on active duty includes: resignation requests and related correspondence in its entirety.

(2) For officers who resign and subsequently return to active duty in the naval service, includes: portions of resignation correspondence which contains reasons for resigning which might prejudice success on active duty and/or selection for promotion.

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b. Other resignation-related material such as separation orders, fitness reports, and Certificates of Release or Discharge (DD Form 214) will not be expunged.

c. Send requests for removal of resignation letters and related correspondence to the CMC (MMSB).

4. Separation Leave. Commanding officers may authorize separation leave in conjunction with a resignation pursuant to MCO P1050.3, Regulations for Leave, Liberty and Administrative Absence and paragraph 1010 of this Manual. Should an officer desire separation leave, the request for resignation must be submitted in advance of the minimum 4-month submission time for at least a period of time equal to the amount of leave desired.

#### 5005. SEPARATION ORDERS

1. Approval/disapproval of a resignation request will be issued via the unit diary in the MCTFS. Once the responsible order writing unit receives appropriate approval authority on a resignation request as a result of the CMC entering an "approved" unit diary entry which will post the appropriate RER flag in MCTFS. (This is the authority to release.), appropriate separation orders may be issued per figures 5-2 through 5-5. Written authority to release, or issuance of orders, will no longer be provided except as specified below.

2. The CMC (MMSR) will normally issue message orders granting authority to discharge for all active duty officers involuntarily separated, except for officers twice having failed of selection to the next higher grade. Separation for those officers will be issued via the unit diary. Local commanders will prepare and issue orders in the appropriate format prescribed in Figures 5-2 through 5-5. Under no circumstances will the local commander change or hold in abeyance the separation of an officer without prior approval from the CMC (MMSR).

3. The CMC will issue separation orders for officers who are separated for other than the foregoing reasons.

4. In all cases, the CMC (MMSR) will issue officer discharge certificates. The CMC (RAM-6) will issue an appointment acceptance and record (NAVMC 763) for officers accepting a commission in the U.S. Marine Corps Reserve.

#### 5006. INVOLUNTARY DISCHARGE AS A RESULT OF A SECOND FAILURE OF SELECTION FOR PROMOTION

1. Each officer on the active duty list serving in any grade of warrant officer, first lieutenant, captain, or major who has twice failed selection for promotion to the next higher grade will be discharged from the service unless otherwise selectively continued on active duty, in the sanctuary zone with between 18 and 20 years of active service and serving until retirement eligible, retired, or, if a permanent limited duty officer captain, reverted

to a warrant officer status. Guidance on actions taken in regard to officers incurring a second failure of promotion is contained in SECNAVINST 1920.6. General guidance is contained in table 5-1 of this Manual.

2. Within 30 days after publication of the board results, officers covered under this provision will receive a status letter from the CMC (MMSR) via the chain of command. This letter will inform such officers of their options concerning entitlement to severance or separation pay and the latest date which they may elect discharge. Included with this letter is an enclosure

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which the officer will complete and return to the CMC (MMSR) making known the officer's pay and separation date choices.

3. The discharge or retirement of an officer pursuant to this provision shall be considered to be an involuntary separation for the purpose of any other provision of law. Except as indicated below, under no circumstances will an officer directed to separate for twice failing selection to promotion be retained beyond the mandatory discharge date.

a. Retention beyond an involuntary separation date for a commissioned officer may only be authorized by the Secretary of the Navy if an officer is confined to a hospital as an inpatient, or the officer's medical board has been accepted by the Physical Evaluation Board for a determination of physical disability entitlement. Deferment of retirement or separation for medical reasons is governed by 10 U.S.C. 640. The CMC (MMSR) must be immediately notified by naval message of any officer in the above situation(s).

b. The Secretary of the Navy may defer a warrant officer's mandatory separation, for not more than 4 months if, because of unavoidable circumstances, evaluation of the officer's physical condition and determination of his entitlement to retirement or separation for physical disability require hospitalization or medical observation that cannot be completed before the date of involuntary separation; reference 10 U.S.C. Section 580 (6) (b).

c. When any action is started against an officer with a view to trying the officer by court-martial and the officer is scheduled to be separated or retired under this chapter, 10 U.S.C. Section 639 allows the Secretary of the Navy to delay the separation or retirement of the officer, without prejudice to such action, until completion of the action. Additionally, personnel may be retained if determined by the commanding officer to be subject to the initiation of a preliminary inquiry, subject to information of a discreditory nature that may lead to a preliminary inquiry or the assumption of jurisdiction, to include, but not limited to, a restraining order against their person.

Immediately notify CMC (JAM and MMSR) of an officer in this situation.

4. The continued military service of officers who are not sufficiently qualified for promotion to the grade of first lieutenant is inconsistent with mission requirements and the productivity and efficiency of the Marine Corps. An officer found not qualified for promotion to the grade of first lieutenant shall be retained on active duty for a minimum of 6 months after the date of promotion would have occurred. If found qualified for promotion during or at the completion of the 6-month period, the officer shall be promoted. If again found not qualified for promotion, the officer shall be discharged.

5. Continuation Boards. Captains and majors subject to DOPMA, who have twice failed selection to the next higher grade are subject to the provisions of

10 U.S.C. 637. Warrant officers who have twice failed selection to the next higher grade are subject to the provisions of 10 U.S.C. 580. See table 5-1.

6. Eligibility for Separation Pay. Officers involuntarily discharged as a result of a second failure of selection may be entitled to separation pay. Separation pay will only be authorized if the officer signs a written agreement to serve in the Ready Reserve for 3 years. The DODFMR prescribes actual entitlements and methods of computation. The CMC (MMSR) will complete a statement of service to include a statement of qualifying service which will be included in the separation orders. For further information on separation pay see chapter 1, section 3 of this Manual and SECNAVINST 1900.7.

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5007. SEPARATION OF RESERVE OFFICERS ON THE ACTIVE DUTY LIST. The CMC (MMAA) is responsible for issuing release from active duty orders for all Reserve officers on active duty. Further information about releasing Reserve officers from active duty is found in MCO 1900.1, Release From Active Duty of Officers of the Marine Corps Reserve Serving with the Regular Establishment or with the Reserve Program.

5008. INTERSERVICE TRANSFER. Procedures for requesting an interservice transfer and concurrently resigning are found in SECNAVINST 1000.7.

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Figure 5-1. Request for Resignation

(Letterhead)

From: (Officer Concerned)  
To: Secretary of the Navy  
Via: (1) (Chain of Command)  
(2) Commandant of the Marine Corps (MMSR-3)

Subj: REQUEST FOR RESIGNATION

Ref: (a) MCO P1900.16 (MARCORSEPMAN), par 5002

1. I tender my resignation of commission in the United States Marine Corps, per the reference, and request an effective date of \_\_\_\_\_.

2. I (do) (do not) desire to accept a commission in the U.S. Marine Corps Reserve. (Use this sentence for officers with no remaining obligation as defined in paragraph 5004.1.)

OR

3. I will accept a commission in the U.S. Marine Corps Reserve, if tendered. (This sentence must be used when officers have not completed their statutory obligation as defined in paragraph 5004.1.)

4. My (reason/justification) for submitting my letter of resignation/termination of permanent appointment is \_\_\_\_\_.

\_\_\_\_\_  
(Signature)

---

FIRST ENDORSEMENT

From: Commanding Officer  
To: Secretary of the Navy  
Via: (1) (Chain of Command)  
(2) Commandant of the Marine Corps (MMSR-3)

1. Forwarded recommending \_\_\_\_\_ \*Note 1 \_\_\_\_\_.

\_\_\_\_\_  
(Signature)

\*Note 1: The reporting senior must recommend and justify either offering or not offering a Reserve commission to the officer submitting the resignation regardless of whether or not they are obligated by law to accept a Reserve commission.

Figure 5-1. Request for Resignation

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Figure 5-2. Acceptance of Resignation of Regular Commission  
In the U.S. Marine Corps With Obligated Reserve  
Commission

(Letterhead)

From: (Issuing Command)  
To: (Officer Concerned)

Subj: ACCEPTANCE OF RESIGNATION OF REGULAR COMMISSION IN THE U.S. MARINE)  
CORPS AND APPOINTMENT IN THE MARINE CORPS RESERVE (OBLIGATED)

Ref: (a) MCO P1900.16 (MARCORSEPMAN)  
(b) MANMED, Chap 15  
(c) IRAM, par 3003  
(d) PRIM, par 5306  
(e) JFTR par U5125-A  
(f) MCO P7301.104

Encl: (1) Appointment Acceptance and Record Form (NAVMC 763)  
(2) Honorable Discharge Certificate

1. Your request for resignation is approved, per reference (a), provided you accept a commission in the Marine Corps Reserve in order to fulfill your commissioned military service obligation stipulated in your service agreement. You are obligated to serve in the inactive Reserve until (EOS).

2. Effective 2400 on (PRR), you will be released from active duty and assigned to inactive duty in the Marine Corps Reserve.

3. Your entitlement to pay and allowances terminates on (PRR). You are entitled to mileage and such other allowances as are authorized in the case of an officer being separated from the Regular Marine Corps. As no active duty is authorized as a Reserve officer, you are not entitled to constructive travel time or pay and allowances while traveling to your home following your separation from the Regular Marine Corps.

4. The officer having custody of your records is directed to accomplish the following:

a. Ensure the discharge action authorized in paragraph 2 above is not effected in the event you do not execute enclosure (1). Should you not execute the NAVMC 763, your commanding officer is directed to make a page 11 entry in your service record.

b. Ensure you obtain a physical examination before separation for the purposes of determining your physical fitness for separation from the Regular Marine Corps and for your appointment in the Marine Corps Reserve. The Standard Form 88, Report of Physical Examination, must include the certification required by reference (b).

c. Complete item 21d, administer the oath of office, and complete item 22 on the original and all copies of the NAVMC 763 per reference (c). Should separation leave be authorized, administer the oath of office prior to the leave period. To the left of item 22 insert the effective date. This date will be the date following the effective date of discharge.

Figure 5-2. Acceptance of Resignation of Regular Commission  
in the U.S. Marine Corps With Obligated Reserve

Commission  
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Figure 5-2. Acceptance of Resignation of Regular Commission  
In the U.S. Marine Corps with Obligated Reserve  
Commission - Continued

- d. Refer to subparagraph 3003.3f(2) of the IRAM concerning the old and new NAVMC 763.
  - e. Insert the following in the Officer Qualification Record:
    - (1) The appropriate copy of the DD Form 214.
    - (2) A copy of these orders with all endorsements and modifications.
    - (3) Copy 1 of the NAVMC 763.
  - f. Deliver copy 3 of the NAVMC 763 to you.
  - g. Report discharge per reference (d) and Appendix F of reference (a).
  - h. By endorsement:
    - (1) Transfer you by service records to the Commanding General, Marine Corps Reserve Support Command, 15303 Andrews Road, Kansas City South Airport, Kansas City, Missouri 64147-5000.
    - (2) State the point you elect for mileage allowance per reference (e).
  - i. Transmit the following documents directly to the CMC, as indicated below, within 3 working days after effective date of discharge.
    - (1) Original and copy 2 of the NAVMC 763 to the CMC (RAM-6), 3280 Russell Road, Quantico, VA 22134-5103.
    - (2) HQMC copy of Report of Separation from Active Duty (DD Form 214) with a copy of these orders to the CMC (MMSB).
  - j. Forward the Officer Qualification Record to the Commanding General, Marine Corps Reserve Support Command.
  - k. Provide your disbursing officer with the following information:
    - (1) Separation authority: MARCORSEPMAN, par (AUTH).
    - (2) Character of separation: (PLANNED CHAR).
    - (3) SPD code: (PLANNED SPD). Narrative reason: (Per Chapter 7, MCTFS Codes Manual, MCO P1080.20).
5. You are directed to accomplish the following:
- a. Immediately upon receipt of these orders, furnish two certified copies to the disbursing officer carrying your pay accounts.
  - b. Within 30 days following your separation, report by letter to the Commanding General, Marine Corps Reserve Support Command, enclosing a copy of these orders with any modifications and endorsements.

In the U.S. Marine Corps with Obligated Reserve  
Commission - Continued  
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Figure 5-2. Acceptance of Resignation of Regular Commission  
In the U.S. Marine Corps with Obligated Reserve  
Commission - Continued

c. Keep the Commanding General, Marine Corps Reserve Support Command, informed at all times of your current mailing address.

6. Per reference (f), expenditures under these orders are chargeable to:  
(Cite pertinent appropriation data from reference (f)).

7. Enclosure (2) recognizes your honorable discharge from the Regular Marine Corps.

8. The Commandant appreciates the many contributions you have made to the Marine Corps and wishes you every success in the future.

By direction

Copy to:  
Disbursing Officer  
Officer Concerned  
Service Record

Figure 5-2. Acceptance of Resignation of Regular Commission  
in the U.S. Marine Corps With Obligated Reserve  
Commission - Continued  
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Figure 5-2. Acceptance of Resignation of Regular Commission  
In the U.S. Marine Corps With Obligated Reserve  
Commission - Continued

ELECTION ENDORSEMENT

I certify that I have selected my (Home of Record/Place of Commission (\*)) for the purposes of travel allowances incident to my discharge. I further certify and understand that this selection, once made and travel allowance is received for travel thereto, is irrevocable and no further entitlement to travel allowances shall accrue.

(Signature)

(Date)

NOTES:

1. Insert at the (\*) either the Home of Record or Place of Commission based on the officer's desires.
2. All blank spaces should be filled with the appropriate data elements from the RETM screens in MCTFS.
3. The PRR should be in "DD Month YYYY" format. Under no circumstances may a PRR be changed without prior approval from CMC (MMSR).

Figure 5-2. Acceptance of Resignation of Regular Commission  
in the U.S. Marine Corps With Obligated Reserve  
Commission - Continued

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Figure 5-3. Acceptance of Resignation of Regular Commission  
In the U.S. Marine Corps with Reserve Commission

(Letterhead)

From: (Issuing Command)  
To: (Officer Concerned)

Subj: ACCEPTANCE OF RESIGNATION OF REGULAR COMMISSION IN THE U.S. MARINE  
CORPS AND APPOINTMENT IN THE MARINE CORPS RESERVE (NON-OBLIGOR)

Ref: (a) MCO P1900.16 (MARCORSEPMAN)  
(b) MANMED, Chap 15  
(c) IRAM, par 3003  
(d) PRIM, par 5306  
(e) JFTR par U5125-A  
(f) MCO P7301.104

Encl: (1) Appointment Acceptance and Record Form (NAVMC 763)  
(2) Honorable Discharge Certificate

1. Your request for resignation is approved, per reference (a). You have been considered for and tendered a commission in the Marine Corps Reserve.

2. Effective 2400 on (PRR), you will be released from active duty and assigned to inactive duty in the Marine Corps Reserve.

3. Your entitlement to pay and allowances terminates on (PRR). You are entitled to mileage and such other allowances as are authorized in the case of an officer being separated from the Regular Marine Corps. As no active duty is authorized as a Reserve officer, you are not entitled to constructive travel time or pay and allowances while traveling to your home following your separation from the Regular Marine Corps.

4. The officer having custody of your records is directed to accomplish the following:

a. Ensure the discharge action authorized in paragraph 2 above is not effected in the event you do not execute enclosure (1). Should you not desire the Reserve commission tendered, your commanding officer is directed to make a page 11 entry in your service record and return the NAVMC 763 and Reserve commission to the CMC (RAM-6), 3280 Russell Road, Quantico, VA 22134-5103. These orders will be immediately canceled and new discharge orders issued.

b. Ensure you obtain a physical examination before separation for the purposes of determining your physical fitness for separation from the Regular Marine Corps and for your appointment in the Marine Corps Reserve. The Standard Form 88, Report of Physical examination, must include the certification required by reference (b).

c. Complete item 21d, administer the oath of office, and complete item 22 on the original and all copies of enclosure (1) per reference (c). Should separation leave be authorized, administer the oath of office prior to the leave period. To the left of item 22, insert the effective date. This date will be the date following the effective date of discharge.

Figure 5-3. Acceptance of Resignation of Regular Commission  
In the U.S. Marine Corps with Reserve Commission

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 5-3. Acceptance of Resignation of Regular Commission  
In the U.S. Marine Corps with Reserve Commission-  
Continued

- d. Refer to subparagraph 3003.3f(2) of the IRAM concerning the old and new NAVMC 763.
- e. Insert the following in the Officer Qualification Record:
  - (1) The appropriate copy of the DD Form 214.
  - (2) A copy of these orders with all endorsements and modifications.
  - (3) Copy 1 of the enclosed NAVMC 763.
- f. Deliver copy 3 of the NAVMC 763 to you.
- g. Report discharge per reference (d) and Appendix F of reference (a).
- h. By endorsement:
  - (1) Transfer you by service records to the Commanding General, Marine Corps Reserve Support Command, 15303 Andrews Road, Kansas City South Airport, Kansas City, Missouri 64147-5000.
  - (2) State the point you elect for mileage allowance per reference (e).
- i. Transmit the following documents directly to the CMC, as indicated below, within 3 working days after effective date of discharge.
  - (1) Original and copy 2 of the NAVMC 763 to the CMC (RAM-6), 3280 Russell Road, Quantico, VA 22134-5103.
  - (2) HQMC copy of Report of Separation from Active Duty (DD Form 214) with a copy of these orders to the CMC (MMSB).
- j. Forward the Officer Qualification Record to the Commanding General, Marine Corps Reserve Support Command.
- k. Provide your disbursing officer with the following information:
  - (1) Separation authority: MARCORSEPMAN, par (AUTH).
  - (2) Character of separation: (PLANNED CHAR).
  - (3) SPD code: (PLANNED SPD). Narrative reason: (Chapter 7, MCTFS Codes Manual).
- 5. You are directed to accomplish the following:
  - a. Immediately upon receipt of these orders, furnish two certified copies to the disbursing officer carrying your pay accounts.

b. Within 30 days following your separation, report by letter to the Commanding General, Marine Corps Reserve Support Command, enclosing a copy of these orders with any modifications and endorsements.

Figure 5-3. Acceptance of Resignation of Regular Commission  
In the U.S. Marine Corps with Reserve Commission-  
Continued  
MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 5-3. Acceptance of Resignation of Regular Commission  
In the U.S. Marine Corps with Reserve Commission-  
Continued

c. Keep the Commanding General, Marine Corps Reserve Support Command, informed at all times of your current mailing address.

6. Per reference (f), expenditures under these orders are chargeable to:  
(Cite pertinent appropriation data from reference (f)).

7. Enclosure (2) recognizes your honorable discharge from the Regular Marine Corps.

8. The Commandant appreciates the many contributions you have made to the Marine Corps and wishes you every success in the future.

By direction

Copy to:  
Disbursing Officer  
Officer Concerned  
Service Record

Figure 5-3. Acceptance of Resignation of Regular Commission  
in the U.S. Marine Corps With Reserve Commission-  
Continued  
MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 5-3. Acceptance of Resignation of Regular Commission  
In the U.S. Marine Corps with Reserve Commission-  
Continued

ELECTION ENDORSEMENT

I certify that I have selected my (Home of Record/Place of Commission (\*)) for the purposes of travel allowances incident to my discharge. I further certify and understand that this selection, once made and travel allowance is received for travel thereto, is irrevocable and no further entitlement to travel allowances shall accrue.

(Signature)

(Date)

NOTES:

1. Insert at the (\*) either the Home of Record or Place of Commission based on the officer's desires.
2. All blank spaces should be filled with the appropriate data elements from the RETM screens in MCTFS.
3. The PRR should be in "DD Month YYYY" format. Under no circumstances may a PRR be changed without prior approval from CMC (MMSR).

Figure 5-3. Acceptance of Resignation of Regular Commission  
In the U.S. Marine Corps With Reserve Commission-  
Continued

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 5-4. Acceptance of Resignation of Regular Commission  
In the U.S. Marine Corps Without a Reserve  
Commission

(Letterhead)

From: (Issuing Command)  
To: (Officer Concerned)

Subj: ACCEPTANCE OF RESIGNATION OF REGULAR COMMISSION IN THE U.S.  
MARINE CORPS

Ref: (a) MCO P1900.16 (MARCORSEPMAN)  
(b) MANMED, Chap 15  
(c) PRIM, par 5306  
(d) JFTR par U5125  
(e) IRAM, table 4-1  
(f) MCO P7301.104

Encl: (1) Honorable Discharge Certificate

1. Your request to resign your Regular commission is approved, per reference (a). Effective 2400 on (PRR), you are discharged from the U.S. Marine Corps.
2. Your entitlement to pay and allowances terminates on (PRR). You are entitled to mileage and such other allowances as are authorized in the case of an officer being discharged from the Regular Marine Corps. You are not entitled to constructive travel time or pay and allowances while traveling to your home following your separation from the Marine Corps.
3. The officer having custody of your records is directed to accomplish the following:
  - a. Ensure the discharge action authorized in paragraph 1 above is effected.
  - b. Ensure you obtain a physical examination before separation for the purposes of determining your physical fitness for separation from the Regular Marine Corps. The Standard Form 88, Report of Physical Examination, must include the certification required by reference (b).
  - c. Insert the following in the Officer Qualification Record:
    - (1) The appropriate copy of the DD Form 214.
    - (2) A copy of these orders with all endorsements and modifications.
  - d. Report discharge per reference (c) and Appendix F of reference (a).

e. By endorsement state the point you elect for mileage allowance per reference (d).

f. Transmit the HQMC copy of the DD Form 214 with a copy of these orders to the CMC (MMSB) within 3 working days after effective date of discharge.

Figure 5-4. Acceptance of Resignation of Regular Commission  
In the U.S. Marine Corps Without a Reserve  
Commission  
MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 5-4. Acceptance of Resignation of Regular Commission  
In the U.S. Marine Corps Without a Reserve  
Commission - Continued

g. Close out the service record and health (includes medical and dental) records per reference (e).

h. Provide your disbursing officer with the following information:

(1) Separation authority: MARCORSEPMAN, par (AUTH).

(2) Character of separation: (PLANNED CHAR).

(3) SPD code: (PLANNED SPD). Narrative reason: (Chapter 7, MCTFS Codes Manual MCO P1080.20).

4. Immediately upon receipt of these orders, you are directed to furnish two certified copies to the disbursing officer carrying your pay accounts.

5. Per reference (f), expenditures under these orders are chargeable to:  
(Cite pertinent appropriation data from reference (f)).

6. Enclosure (1) recognizes your honorable discharge from the Regular Marine Corps.

7. The Commandant appreciates the many contributions you have made to the Marine Corps and wishes you every success in the future.

By direction

Copy to:  
Disbursing Officer  
Officer Concerned  
Service Record

Figure 5-4. Acceptance of Resignation of Regular Commission  
In the U.S. Marine Corps Without a Reserve  
Commission - Continued

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 5-4. Acceptance of Resignation of Regular Commission  
In the U.S. Marine Corps without a Reserve  
Commission - Continued

ELECTION ENDORSEMENT

I certify that I have selected my (Home of Record/Place of Commission (\*)) for the purposes of travel allowances incident to my discharge. I further certify and understand that this selection, once made and travel allowance is received for travel thereto, is irrevocable and no further entitlement to travel allowances shall accrue.

(Signature)

(Date)

NOTES:

1. Insert at the (\*) either the Home of Record or Place of Commission based on the officer's desires.
2. All blank spaces should be filled with the appropriate data elements from the RETM screens in MCTFS.
3. The PRR should be in "DD Month YYYY" format. Under no circumstances may a PRR be changed without prior approval from CMC (MMSR).

Figure 5-4 Acceptance of Resignation of Regular Commission  
In the U.S. Marine Corps Without a Reserve  
Commission - Continued

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 5-5. Letter of Discharge from the U.S. Marine Corps

(Letterhead)

From: (Issuing Command)  
To: (Officer Concerned)

Subj: DISCHARGE FROM THE U.S. MARINE CORPS

Ref: (a) MCO P1900.16 (MARCORSEPMAN)  
(b) MANMED, Chap 15  
(c) PRIM, par 5306  
(d) JFTR par (U5125 or 5130)  
(e) IRAM, table 4-1  
(f) MCO P7301.104

Encl: (1) Discharge Certificate

1. Effective 2400 on (PRR), you are discharged from the U.S. Marine Corps.
2. Your entitlement to pay and allowances terminates on (PRR). You are entitled to mileage and such other allowances as are authorized in the case of an officer being discharged from the Marine Corps. You are not entitled to constructive travel time or pay and allowances while traveling to your home following your separation from the Marine Corps.
3. The officer having custody of your records is directed to accomplish the following:
  - a. Ensure the discharge action authorized in paragraph 1 above is effected.
  - b. Ensure you obtain a physical examination before separation for the purposes of determining your physical fitness for separation from the Marine Corps. The Standard Form 88, Report of Physical Examination, must include the certification required by reference (b).
  - c. Insert the following in the Officer Qualification Record:
    - (1) The appropriate copy of the DD Form 214.
    - (2) A copy of these orders with all endorsements and modifications.
  - d. Report discharge per reference (c) and Appendix F of reference (a).

e. By endorsement, state the point you elect for mileage allowance per reference (d).

f. Transmit the HQMC copy of the DD Form 214 with a copy of these orders to the CMC (MMSB) within 3 working days after effective date of discharge.

g. Close out the service record and health (includes medical and dental) records per reference (e).

Figure 5-5. Letter of Discharge from the U.S. Marine Corps

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 5-5. Letter of Discharge from the U.S. Marine Corps -  
Continued

h. Provide your disbursing officer with the following information:

(1) Separation authority: MARCORSEPMAN, par (AUTH).

(2) Character of separation: (PLANNED CHAR).

(3) SPD code: (PLANNED SPD). Narrative reason: (Chapter 7, MCTFS Codes Manual MCO P1080.20).

(4) Separation pay: (Per unit diary history statement, insert "FULL", "HALF", or "NOT ENTITLED", as appropriate).

4. Immediately upon receipt of these orders, you are directed to furnish two certified copies to the disbursing officer carrying your pay accounts.

5. Per reference (f), expenditures under these orders are chargeable to:  
(Cite pertinent appropriation data from reference (f)).

6. Enclosure (1) recognizes your discharge from the Marine Corps.

7. The Commandant appreciates the many contributions you have made to the Marine Corps and wishes you every success in the future.

By direction

Copy to:  
Disbursing Officer  
Officer Concerned  
Service Record

Figure 5-5. Letter of Discharge from U.S. Marine Corps -  
Continued  
MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 5-5. Letter of Discharge from U.S. Marine Corps -  
Continued

ELECTION ENDORSEMENT

I certify that I have selected my (Place of Commission or Home of Selection (\*)) for the purposes of travel allowances incident to my discharge. I further certify and understand that this selection, once made and travel allowance is received for travel thereto, is irrevocable and no further entitlement to travel allowances shall accrue.

(Signature)

(Date)

NOTES:

1. For reference (d), use paragraph U5125 for those officers discharged with separation pay who have less than 8 years continuous active duty; use U5130 for those officers discharged with separation pay who have more than 8 years continuous active duty with no single break of more than 90 days.
2. Insert at the (\*) either the Home of Record, Place of Commission, or Home of Selection per the joint travel regulations.
2. All blank spaces should be filled with the appropriate data elements from the RETM screens in MCTFS.
3. The PRR should be in "DD Month YYYY" format. Under no circumstances may the PRR be changed without prior approval from CMC (MMSR).

Figure 5-5. Letter of Discharge from U.S. Marine Corps -  
Continued  
MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Table 5-1. Separation and Service Options Available After  
After a Second Failure of Selection for Promotion

Component	Grade	Status	Note 1	Note 2	Note 3	Note 4	Note 5
Regular & Reserve	1STLT & CAPT	Unrestricted	X		X	X	
Regular	MAJ	Unrestricted		X	X		X
Reserve	MAJ	Unrestricted			X		
Regular	1STLT & CAPT	LDO			X	X	
Regular & Reserve	WO-1 & CWO-2	Permanent	X		X	X	
Regular & Reserve	CWO-3	Permanent		X	X		X

NOTES:

1. Unless eligible to retire or separated sooner under some other provision of law, an officer will be honorably discharged not later than the first day of the 7th month after the board results were approved.
2. Under current policies, a major and a CWO-3 will normally be selected for continuation to retirement eligibility if the officer will qualify for retirement under 10 U.S.C. 6323 within 6 years of the date of continuation.
3. If within 2 years of retirement eligibility from the last date a commissioned officer would otherwise be discharged, the officer will be retained on active duty until eligible for retirement.
4. In lieu of discharge, an officer may request reenlistment in an enlisted status; or, if a permanent LDO captain, revert to a warrant officer status.
5. An officer may be selected for continuation until eligible for retirement.

Table 5-1. Separation and Service Options Available After  
A Second Failure of Selection for Promotion